



# New College

THE HONORS COLLEGE of Florida

## Academic Affairs Committee (AAC) Meeting Minutes

Date: Thursday, July 23, 2026

Time: 10:47 a.m. – 11:53 a.m.

Location: Library, Room 141

Attendees: (in person) David Rohrbacher, Rob Zamsky, Amy Clore, Ryan Buysens, Teresa Wallentine, Deja Rowe, Melinda Ball  
(via zoom) David Harvey, Sandra Gilchrist, Will Hustwit

### Mazevo Software Responsibilities (RB)

- A question was raised on who was responsible for Mazevo Software, scheduler and calendar, now that Jeff Thomas has retired.
- It was communicated that Virginia Zimmerman oversees the events program. Kate Delmore is the interim Director of Events. Kaitlyn Patterson oversees space for club and sports scheduling and Teresa Wallentine oversees classroom scheduling.

### Campus Visitor/Speaker Policy and Procedures (RB)

- Concerns regarding the process and paperwork needed to allow visitors and speakers onto campus were raised. If the paperwork is not done ahead of time, their pay is not provided and is then back paid to them.
- It was suggested that an official policy stating the procedures to follow in the circumstance that the paperwork was not completed in time.
- Discussion ensued and it was stated that the speaker/visitor will need to be canceled or rescheduled until the paperwork is completed. Division chairs should communicate this to their faculty.

### Update on North Campus & Assignment (SG)

- Visits are still occurring on the north campus. There is a map providing areas that are available to us and those that are not that will be available to us soon.
- Those USF people still in the buildings have been told to be out by August 14, 2026.
- There is a lot of space in the dorms and areas for student life with activities, such as pool tables, pickleball and tennis courts.
- There is an area for IT near the server room.
- Masters and Educational Leadership are looking to move in the spring to use the classrooms.
- Palmer building will gradually move over.
- Grad Programs, College and Cook Hall will be moving to the north campus as well.
- The Bon House tenants have been told that they will need to be out of the building by the end of fall break (October 9th). Currently, there is a search for a location for them on the north campus.
- New faculty are being encouraged to select offices at north campus but there is no official plan.
- There is a lot of lab space but it is being held due to students coming from Tampa and St. Pete to complete their lab courses.
- Concerns about north campus distance from the main campus were discussed.

- It is a 13 minute walk from the Bon House to the main academic building on the north campus. About the same distance to the Capers. So it is manageable.
- A suggestion was made (prior to this meeting) that a possible ride share or bike program be implemented.
- There are ongoing discussions with Aramark regarding the cafe at north campus. There are lots of vending machines. It's very different from the main campus but still good.
- Attendees were invited to go visit north campus this afternoon.

#### **Issues with budget not available for divisions (SG)**

- Discussion of what is happening in the budgeting department that is affecting the division funds, including start up, faculty development, and hiring TAs occurred.
- The concerns mentioned were shared with the Provost office and communicated repeatedly to the budget team.
- There is a concern that money spent on student workers is growing exponentially. The “student worker” costs included not only TAs but also student employees who were replacing paid workers, such as at the recreation center and for events. Therefore, this concern was not warranted.
- Concerns were raised about how long the binder process takes, the budget, and what employee positions are considered before others.
- It was encouraged that division chairs get TA requests into the binder process as soon as possible to hopefully get their requests in first. Note on the request that this is a need for educational purposes.

#### **Tutorials (DR)**

- Discussion occurred regarding the challenge tutorials bring in regards to transcripts, whether or not the tutorial should have a SCNS#, whether tutorials should or should not be distinguished as a class, and if there should be a cap on the number of tutorials a student takes per term.

#### **Inability to advise students if a class is canceled (SG)**

- The concern was raised that professors are unable to send a blanket note to students when classes have been canceled. Discussion followed.